



Criteria for an Immediate Fill

Agencies must provide supporting justification to the Secretary of the Personnel Cabinet for consideration of a job classification to be an Immediate Fill.

In order for a job classification to qualify as an Immediate Fill, the following criteria must be satisfied:

- The position is “mission critical” and essential to the functions of the agency;
- The filling of the vacancy is “time sensitive” and will result in tangible negative impact if delayed by typical hiring process;
- The position impacts the public health, safety and welfare of the citizens of Kentucky;
- The duties of the position cannot be assigned to other employees during the typical hiring process and;
- The classification is filled on a continuous basis

A semi-annual review will be conducted on Immediate Fill classifications to ensure there is a continued need, based on the criteria above. The Personnel Cabinet understands that even though a job classification may not qualify at this time, there could be unexpected circumstances that may occur in the future. An agency may submit a request at any time in the future in order to seek a job classification to be an Immediate Fill.